

JOB DESCRIPTION
(Career Kickstarter)

Designation	Project Associate (Digitalisation)
School/Department	Research, Innovation and Enterprise & Partnership Development
Number of Position	1
Duration of Role	12 months

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Assist in the department’s digitalisation efforts e.g. develop digital tools to automate processes. • Develop the requirement specification for the GenAI-Based Contract Review System. To be involved in the integration work (to M365 suite of tools) and User Acceptance Testing (UAT) after the tender is awarded to the vendor. • Work on projects e.g. digitalisation of Invention Disclosure Form (IDF), Assignment Agreements, etc. • Assist in gathering user requirements and documenting business processes/workflows for digitalisation initiatives. • Support the testing, troubleshooting, and refinement of digital tools and automated workflows. • Prepare user guides, training materials, and standard operating procedures (SOPs) for newly implemented systems. • Coordinate with internal stakeholders, vendors, and IT teams to support project implementation and deployment activities. • Assist in data collection, data cleansing, and migration activities for digitalisation projects. • Support the monitoring and tracking of project progress, timelines, and action items. • Conduct research on emerging digital technologies, automation tools, and GenAI applications relevant to the department’s operations. • Provide administrative and operational support for technology pilots, proof-of-concept projects, and system evaluations. • Assist in identifying opportunities for process improvement/digitalisation and automation. • Support cybersecurity and data governance compliance efforts in digitalisation projects, where applicable. • Support digital content creation for initiatives and events (e.g. basic video editing for TP RIE Awards and internal showcases). • Perform other project-related and administrative duties as assigned by the department.

PREREQUISITES

- Qualification in relevant disciplines such as information technology, applied AI, big data and analytics.
- Domain skills in digitalisation and automation.
- Familiarity with tools such as MS Power Apps, Power Automate, Power BI, etc. is preferred.
- Basic video editing and digital media skills (e.g. Canva, CapCut, Adobe Premiere, or similar tools) is an advantage.
- Strong written and verbal communication, and presentation skills.
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.